



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
October 15th, 2014**



BENTON-FRANKLIN HEALTH DISTRICT

BOARD OF HEALTH

MEETING MINUTES

October 15th, 2014

IN ATTENDANCE

<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
<input type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Nick Boukas, BFHD Operations Director
<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Systems Manager
<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
		<input checked="" type="checkbox"/>	Staff - Janae Parent, Admin Analyst/Executive Assistant
		<input checked="" type="checkbox"/>	Staff – Robin Henle, Field Services PHN
		<input checked="" type="checkbox"/>	Staff – Shelley Little, SBSM Supervisor
		<input checked="" type="checkbox"/>	Visitor – Melissa Lantz, PTE Local 17 Union Rep
		<input checked="" type="checkbox"/>	Visitor – Karen Queen, WSNA Union Rep

CALL TO ORDER

Chairman Rick Miller called the meeting to order at 1:30 p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the August 20th, 2014 meeting minutes.
Commissioner Koch seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

None to report

UNFINISHED BUSINESS

None to report

NEW BUSINESS:

1. Medical & Environmental Health Updates – Dr. Person

a. Ebola Virus Update:

- As the Ebola virus remains a big concern in the news and among healthcare facilities, the Health District is continuing to work with Region 8 and the Healthcare Coalition to ensure that all hospitals and healthcare facilities are aware of the latest

- recommendations for screening and isolation if they see someone at risk for Ebola virus.
- The Health District continues to update its own staff and field any media calls as they come in.
 - There are no cases in Washington. Washington State also does not receive any direct flights from West Africa, so while the risk to the general public is very low, being prepared is still key to preventing spread of infection.
 - As a reminder Ebola is only passed through contact with infected bodily fluids, and is not an airborne virus.
 - The focus is on the healthcare workers since they would be at highest risk of exposure to the virus to ensure they follow proper protocols for handling of patients who might, or do have the virus.
- b. Influenza Update:
- Cases of influenza have been reported in our area. The Health District has been holding external flu clinics, specifically targeting clients who are at greatest risk for the virus.

2. Children's Resilience Month – Robin Henle

- a. Past studies have shown a link between adverse childhood experiences and poor social, emotional, and physical health in adulthood. Advancements in neuro science can now show how trauma affects the developing brain, and that stress affects the entire body.
- b. By promoting resilience as a solution, negative behaviors and choices can be mitigated through providing safe and stable families.
- c. The Health District already has two programs that support resiliency, the Nurse Family Partnership and Safe Babies, Safe Moms. Both programs work directly with families here locally to increase resiliency, by helping families provide safe and stable homes for them and their children.
- d. R. Henle then asked the board to consider making a declaration for a children's resiliency month. Commissioner Beaver suggested that a proclamation for consideration be completed and then considered when all board members are present.
- e. BFHD will present the proclamation in March 2015, in preparation for a possible children's resiliency month for April 2015.

3. Safe Babies, Safe Moms (SBSM) Program Update – Shelley Little

- a. The SBSM program is funded by a state and federal grant. The program is for low income/medicaid women who are substance users, and are either pregnant or parenting.
- b. Case Managers follow their clients and children, monitoring for developmental delays until the child turns 3 years old.
- c. The SBSM program was established in 1999, and it is one of 3 counties to offer the program in Washington State. Case Managers spend on average 6 hours per month with each client, with a current caseload of 68 clients.
- d. Program goals are to decrease the women's substance abuse and provide birth control options. In addition, the team works to build their education, stabilize their housing and provide better sustainability for the mothers and the children.

- e. The University of Washington Fetal Alcohol and Drug Unit offered the SBSM program the opportunity to participate in regular evaluation. As part of the evaluation, all intake forms, monthly progress reports, and exit interview data is sent directly to the university. The university then compiles all the data, which is then used to help educate legislators on the programs and why they are necessary. The first round of data collection was sent over in June 2014, and the Health District is expecting to see the information in December 2014.

ANNOUNCEMENTS

1. Closeout of WA State Audit – Jason Zaccaria

The 2013 financial audit has been completed. The audit ran from July 23rd, 2014 through September 9th, 2014. The audit included a review of 2013 financial statements, and a review of federal grant compliance for two grants. An exit conference took place on September 16th, 2014, and the auditor issued the following unmodified opinions:

- a. 2013 Financial Statements:
 - There were no uncorrected misstatements
 - There were no material misstatements
 - There were no significant deficiencies in internal controls
 - There were no instances of non-compliance
- b. Federal Grant Compliance:
 - The District complied with all material aspects

The next audit is scheduled for Summer of 2015, and will include an accountability, financial statement, and federal programs audit.

Commissioners provided further comment and appreciation for improvement over historical audits and thanked J. Zaccaria and the team for their efforts.

2. 2015 BFHD Budget Progress – Jeff Jones

All budget requests have been received from each department, and Senior Management is starting a review of the budget in the coming week. A draft budget will then be presented to the Finance Committee for review. Once reviewed a balanced budget will then be brought before the Board at the next meeting.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 36-2014 through 44-2014, in the amount of \$1,600,775.94. Commissioner Koch seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

An executive session was called at 1:55pm, for 10 minutes. At 2:05pm, the regular session was called back into session with no action taken.

DATE OF NEXT MEETING

Date of next meeting will be November 19th, 2014.

ADJOURNMENT

Chairman Miller adjourned the meeting at 2:05pm.

Signature on file

Rick Miller

Chairman of the Board

Signature on file

Jason Zaccaria

Executive Secretary